



Columbus Health Department

Planning Your Tattoo Operation

Check out the
Body Art

Program at www.publichealth.columbus.gov
under the Directory of Services for
applications and more information.

Plan Guidelines Columbus Health Department Environmental Health

All new tattoo and piercing operations and all currently licensed operations must submit plans to Environmental Health whenever considering *construction, building, remodeling, or installation of facilities and equipment*.

The following pages have been prepared as guidelines only in helping a prospective operator draw up plans for submission for approval. Every operator is encouraged to obtain a copy of the state Tattoo and Body Piercing services rules and regulations, Ohio Administrative Code (OAC) 3701-9. This document is available from Environmental Health, (614) 645-1708.

What Requires Plan Approval? OAC 3701-9-02 Approval of Plans and Equipment

Approval of plans required. No person, firm, association, organization, corporation, or government operation shall construct, install, provide, equip, or extensively alter a tattoo operation until the plans have been submitted to and approved in writing by the Approval agency— **The Columbus Health Department**. When plans are submitted to the health department, they will be acted upon within thirty days after the date of receipt.

Application for Approval by Board of Health. Persons seeking Approval to operate a business offering tattooing, body piercing or tattooing and body piercing services must apply to the Columbus Health Department on the forms provided. Applications can be found at www.publichealth.columbus.gov. The applicant shall submit all applicable fees, the application form, a floor plan, and any other information the Columbus Health Department determines is necessary to process the application. Information requested by the health department as part of the application process shall include all information necessary to approve the tattoo operation, and shall clearly confirm that the applicable provisions of the 3701-9-01 to 3701-9-09 of the Ohio Administrative Code can be met adequately. The plans and specifications shall be legible, be drawn reasonably to scale, and shall include:

1. The total area of at least one hundred square feet for the premise. The floor space for each individual performing tattoo or body piercing services shall have an area of at least thirty-six square feet to be used for the tattoo area for the business;

2. All portions of the premises in which the tattoo procedures are to be connected;
3. Entrances and exits;
4. Number, location and types of plumbing fixtures, including all water supply facilities;
5. Plan of lighting, both natural and artificial, with foot-candles indicated for critical surfaces;
6. A floor plan showing the general layout of fixtures and other equipment;
7. Building materials and surface finishes to be used; and
8. An equipment list with equipment manufacturers and model numbers.

**The Key to Opening on
Your Planned Start Date is
Getting Your Application
and all Other Information
to the Health Department
a Month in Advance.**

WHAT IS A TATTOO BUSINESS?

1. **“Tattoo establishment”** means any place whether temporary or permanent, stationary or mobile, where ever situated, where tattooing is performed including any area under the control of the operator;
2. **“Business”** means any entity that provides tattoo, body piercing or tattoo and body piercing services for compensation;
3. **“Premises”** means the physical location of a body piercing establishment or tattoo establishment;
4. **“Tattoo”** means any method utilizing needles or other instruments by someone other than a physician licensed under Chapter 4731 of the Ohio Revised Code, to permanently place designs, letters, scrolls, figures, symbols or any other marks upon or under the skin of a person with ink or any other substance resulting in an alteration of the appearance of the skin;
5. **“Body Piercing Establishment”** means any place whether temporary or permanent, stationary or mobile, where ever situated, where body piercing is performed including any area under the control of the operator;
6. **“Body Piercing”** means the piercing of any part of the body by someone other than a physician licensed under Chapter 4731 of the Ohio Revised Code, who utilizes a needle or other instrument for the purpose of inserting an object into the body for non-medical purposes; body piercing includes ear piercing except when the ear piercing procedure is performed on the ear with an ear piercing gun;
7. **“Operator”** means any person, firm, company, corporation or association that owns, controls, operates, conducts or manages a tattoo or body piercing establishment;
8. **“Approval”** means written approval from the Board of Health indicating that the Tattoo and Body Piercing establishment has been inspected and meets all terms of this Chapter;
9. **“Board of Health”** means the Board of Health of a city or general health district or the authority having the duties of a Board of health under Section 3709.05 of the Ohio Revised Code.

Equipment. All equipment used in a tattoo operation shall be of a type approved by the department or a recognized equipment testing agency. All equipment shall be of such material and so constructed and installed as to readily conform with rules 3701-9-02 of the Ohio Administrative Code.

STRUCTURE

List type of interior finish for floor walls and ceiling.

Floors are constructed of smooth, durable and easily cleanable material.

All floors directly under equipment used for tattooing or body piercing activities shall be an impervious, smooth, washable surface, have a minimum dimension of six feet by six feet and shall be maintained in a sanitary manner at all times. Carpeting is prohibited in areas such as the toilet room where urinals or toilet fixtures are located.

Floor/wall joints are to be covered.

Walls and ceilings in tattoo and body piercing areas and utensil washing areas, must have smooth, washable surface and be maintained in a sanitary manner.

Utility service lines and pipes are to be concealed to the point of connection where reasonable.

LIGHTING

A minimum of 40 foot candles of lighting is required on all tattooing and body piercing areas. Spot lighting may be used to achieve this required degree of illumination.

RESTROOM FACILITIES

Restroom facilities shall be made available to the employees and customers of the business and must be located within the establishment. The restroom shall be accessible at all times the business is open for operation. The restroom shall be equipped with a toilet, toilet paper installed in a holder, lavatory supplied with hot and cold running water, liquid or granulated soap and single-use towels. Supplies used in the course of tattooing or body piercing services or disinfection and sterilization procedures shall not be stored or utilized within the restroom. Doors on all toilet rooms shall be self-closing and tight fitting. Toilet rooms shall be ventilated by an open window properly screened or by mechanical exhaust to the outside air.

HANDWASHING FACILITIES

A lavatory or hand washing sink, with hot and cold running water, liquid or granular soap and single-use towels shall be located in close proximity of each individual performing tattoo or body piercing procedures.

INSTALLATION OF EQUIPMENT

One of the basic principles concerning the installation of equipment is that it be installed so that all areas of the equipment and areas around shall be easily accessible for cleaning.

FLOOR MOUNTING

Some equipment is designed and constructed so as to be mounted directly on the floor. If this equipment is used, it should be sealed to the floor around the entire perimeter of the equipment. A cove base properly sealed should be used around mounted equipment.

WASTE RECEPTACLES

Sufficient and appropriate receptacles shall be provided for the disposal of used gloves, dressing, and other trash. Each receptacle shall have a lid and be kept closed at all times while not in use.

OTHER OPERATIONAL CONSIDERATIONS

1. The operator shall maintain procedures ensuring that all persons performing tattooing or body piercing have received appropriate training, as evidenced by: records of completion of courses or seminars provided by licensed physicians, registered nurses, organizations such as the American Red Cross, accredited learning institutions and appropriate governmental entities in tattooing or body piercing.

2. The operator shall maintain written statements of attestation by

individuals offering tattoo or body piercing apprenticeships that the person has received sufficient training of adequate duration to competently perform tattoo or body piercing services.

3. The operator shall maintain procedures ensuring that persons performing tattooing or body piercing services shall disinfect and sterilize all non-disposable equipment or parts of equipment used in performing procedures.

4. The operator shall maintain procedures ensuring the performance of weekly biological monitoring tests of the heat sterilization devices.

5. The operator shall maintain a log on all maintenance tests performed, the date of each test and the name of the person or independent testing entity performing the test.

6. The operator shall maintain procedures for remedial action to assure compliance with all sterilization requirements in the event a test indicates a heat sterilization device is not functioning properly.

7. The operator shall maintain **records of each test performed for at least two years.**

8. The operator shall maintain procedures ensuring the general health and safety of all individuals employed by the business.

9. For each tattoo service performed by the business, the operator shall maintain a written record of dye colors, manufacturer, and any available lot number or other identifier of each pigment used.

10. The operator performing the tattoo service shall maintain a re-

cord of service, including the patron's name, address, the date of the service, and colors used for the tattoo. **The operator shall maintain such record for at least two years. In the event of closing of the business, all tattoo records shall be made available to the Board of Health.**

11. The operator shall provide each patron with oral and written care instructions following the tattooing or body piercing procedure.

12. The operator performing the body piercing service shall maintain a record of service, including the patron's name, address, the date of service, jewelry used including the size, material composition and manufacturer, and placement of piercing **for two years.**

13. The operator of the business offering ear piercing services with an ear piercing gun shall maintain procedures ensuring that all individuals performing ear piercing services, shall be adequately trained to properly use, clean, disinfect and store the ear piercing gun.

14. The operator shall monitor and document the sterilizing function of all sterilizers.

15. The operator shall maintain the sterilizer in serviceable condition and keep a record of any maintenance performed **for at least two years.**

16. The operator shall maintain a **log, for a period of at least two years, of date, time, the name of the person or independent testing entity performing the test and sterilization indicator results for all needles and instruments used.** The operator may also keep this record in each client file for all needles and instruments used on that client.



Columbus Health Department

Teresa C. Long, M.D., M.P.H.
Health Commissioner

Body Art Program Gene Smith, S.I.T.

Phone: 614-645-1708
Fax: 614-645-7155
Email: gsmith@columbus.gov
www.publichealth.columbus.gov



City of Columbus
Mayor Michael B. Coleman

STERILIZATION AND DISINFECTION PROCEDURES 3701-9-08

1. The operator shall keep all tubes, needle bars, and other sterilized pieces of equipment in the wrappers or sterilizer bags used during sterilization. The operator shall store these wrapped articles in a clean, closed case or storage cabinet while not in use.

2. The individual performing the service shall use all tattoo needles or instruments intended to penetrate the skin only once and dispose of them, or thoroughly clean and sterilize them, after each use.

3. The operator shall place all used, non-disposable instruments in an ultrasonic-type machine, to remove excess dye or other matter from the instruments or the operator shall immerse non-disposable instruments for at least **twenty minutes** in a disinfectant solution registered with the U.S. EPA as a hospital disinfectant before the operator proceeds to scrub the instruments. When this process is completed, the operator shall place the instruments into either a covered container or into a wrapper designed or suitable for steam sterilization. The operator shall daily sanitize the ultrasonic-type unit with a germicidal solution.

4. The operator shall provide a steam sterilizer (autoclave) for sterilizing all needles and similar instruments before use on any patron. **Sterilization of instruments will be accomplished in the autoclave by exposure to steam for at least**

fifteen minutes at a minimum pressure of fifteen pounds per square inch, temperature of two hundred fifty degrees Fahrenheit or one hundred twenty-one degrees Celsius.

5. The operator shall use autoclave sterilization bags, with a process indicator which changes color upon proper steam sterilization during the autoclave sterilization process.

6. **The operator shall monitor each sterilizer load by use of a sterilization indicator.**

7. **The operator must ensure that weekly tests of the business's heat sterilization devices are performed to determine whether the devices are functioning properly. In having the devices tested, the operator must use a biological monitoring system that indicates whether the devices are killing microorganisms.**

8. The operator of the sterilizer shall follow the manufacturer's use instructions for the sterilizer and sterilization indicator.

TEMPORARY EVENT

The key to a Time-Limited Approval is having hot water in the booth, plus meeting all the other requirements for operation.

**For more information call
645-1708 between 8:00-4:00 pm.**

**The Key to a Temporary
Event Approval is having
Hot Water in the Booth,
plus meeting all the
other Requirements
for Operation.**